

# Summer 2016 Biannual Strategy Implementation Report (BSIR)

### **Workshop Content**

- **♣Grants Reporting Tool (GRT) Overview**
- **4**Biannual Strategy Implementation Report (BSIR)
- **4GRT** Registration & User Log-in
- **4GRT Modules**
- **↓Input BSIR Information (Funding Module)**
- **↓**Workflow Process







### **Grants Reporting Tool (GRT)**

- Web-based reporting system
- Using Financial Management Forms Workbook (FMFW) for efficient & accurate data collection to update the GRT
- Real-time reporting to State & Federal Government
- ♣Data collected is used for 300 annual reports



# Biannual Strategy Implementation Report (BSIR)

### **4**Definition:

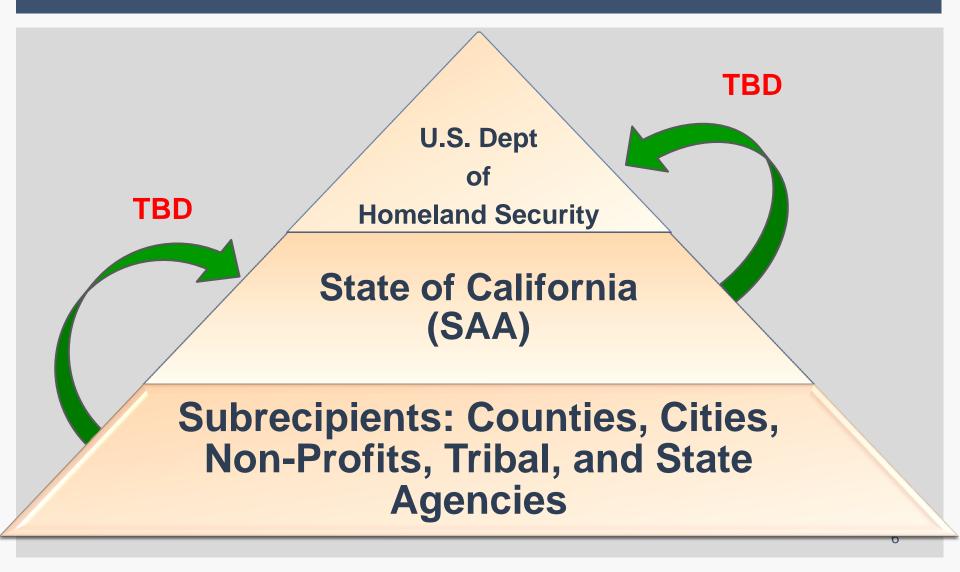
Reporting of planned & actual expenditure

### **4**Requirement:

Due every 6 months until the State is approved for the grant year close-out



### **BSIR** Deadlines





## GRT Log-in https://www.reporting.odp.dhs.gov



Federal Emergency Management Agency

#### **Grants Reporting Tool**

Session Timed Out **New GRT** Welcome to the Federal Emergency Management Agency's Grants Reporting Tool. users GRT User ID & Password (Non-PIV Cardholders) A Personal Identity Verification (PIV) Card Holder who is already registered in GRT and is logging into the system using the card for the first time must enter their user ID and password for the initial login only. The user will then be prompted to ent PIN number to be PIV authenticated into GRT. For all subsequent logins, the user must select PIV Login option only. For Non-PIV Card Holders, please enter the GRT User ID & Password to login. If you are not already registered with GRT, please sell the Register for an account link below. User Register for an account Password **GRT Technical** Support

Login with User ID

For technical assistance, please call 1-866-476-4827 (toll-free) or email GRT Support

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### Registration Form – Step 1



#### **Grants Reporting Tool**

Federal Emergency Management Agency

#### Registration Form - Step 1

Please fill out the following fields and press "Next" when complete. Please make sure correspondence will be sent to the point of contact e-mail address, so please make of

If you need assistance registering, a PDF tutorial is available. This tutorial requires here to access the tutorial.

Complete all fields with a red asterisk (\*)

erisk (\*) are required. All electronic all address, you will be required to establish

ce you have Adobe Reader installed, click

Daci	milo	IIII	uon

E-mail address

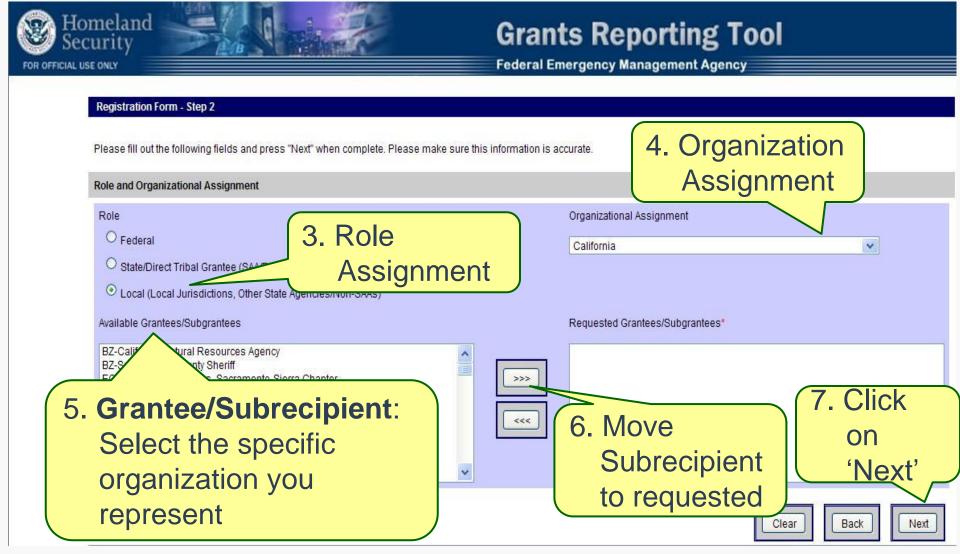
Name Prefix Select a Prefi First Name Last Name Address Line 1 Address Line 2 City State Select a State Zip Code Phone Number Ext. Fax Number

2. Click on 'Next'

Clear

Next

### Registration Form – Step 2

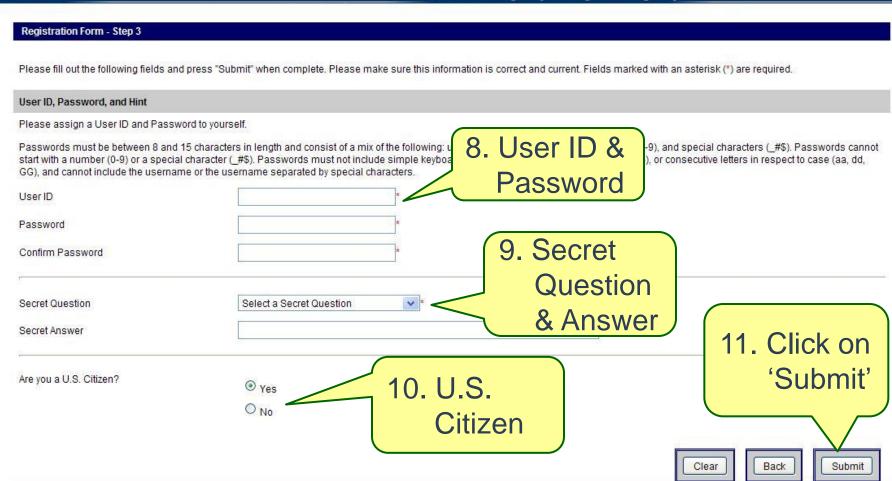


### Registration Form – Step 3





Federal Emergency Management Agency



### **Password Criteria**

- **4**8 to 15 characters & contain at least one:
  - →Uppercase letter (A-Z)
  - ▶Lowercase letter (a-z)
  - Numeric character (0-9)
  - ◆Special characters (#, \$,\_) only
- ♣No character repeats, sequences, key patterns
- Cannot start with number or special character
- ♣3 failed log-in attempts in 24 hours locks account
- ♣Must change password every 90 days
- ♣Password must be different from the last password



### **GRT Modules**

- 1. Welcome
- 2. IJ Submission
- 3. Investment
- 4. Funding
- 5. PSIC
- 6. Approval
- 7. Organization
- 8. Users
- 9. Reporting
- 10. Strategy
- 11.Logout

OES

Subrecipient GRT Modules are in green

Not reporting for PSIC



### **Welcome Page**



### **Grants Reporting Tool**

Federal Emergency Management Agency

Welcome!

Current User: Jane Doe

Welcome!

Funding

PSIC

Organization

Users

Logout

#### Welcome to the Federal Emergency Management Agency's Grants Reporting Tool

The Federal Emergency Management Agency (FEMA), in a continued effort to improve grant distribution and reporting processes, developed this web-based grants reporting system entitled, the Reporting Tool (GRT). The GRT is designed to help State Administrative Agencies (SAAs) meet all reporting requirements identified in the Homeland Security Grant Program (HSGP) and Urban Security Initiative (UASI) grant application kits.

#### **GRT News**

There are currently no news items.

Select
'Documentation'
then click on
'View'

#### Documentation

For your reference, the following supporting documentation is provided to assist you in navigating the current version

Guidance Documents:

GRT User's Guide

GRT User's Guide

Overview Documents:

Frequently Asked Questions

What's New in the Latest Version

View

View

For technical assistance, please call: 1-877-612-4357 (toll-free), or e-mail: GRT Support.

### **Welcome Page**





Federal Emergency Management Agency

#### Welcome

Current User: Jane Doe

#### Welcome!

Funding

PSIC

#### Organization

Users

Logout

#### Welcome to the Federal Emergency Management Agency's Grants Reporting Tool

The Federal Emergency Management Agency (FEMA), in a continued effort to improve grant distribution and reporting processes, developed this web-based grants reporting system entitled, the Reporting Tool (GRT). The GRT is designed to help State Administrative Agencies (SAAs) meet all reporting requirements identified in the Homeland Security Grant Program (HSGP) and Urbar Security Initiative (UASI) grant application kits.

#### **GRT News**

There are currently no news items.

#### Documentation

For your reference, the following supporting documentation is provided to assist you in navigating the current version of the GRT:

Guidance Documents:

GRT User's Guide

Overview Documents:

Close-Out Overview

#### Funding Overview

Grant Reporting Lifecycle Overview Getting Started Overview

IJ Submission Module Overview

For technical assistance, plea Investment Overview

ISIP Overview

Organization Overview

PSIC BSIR Overview

Strategy Overview

Workflow Overview

1 to 2 page references, click on 'View'

View

View

### User's Module

2. User Detail Tab

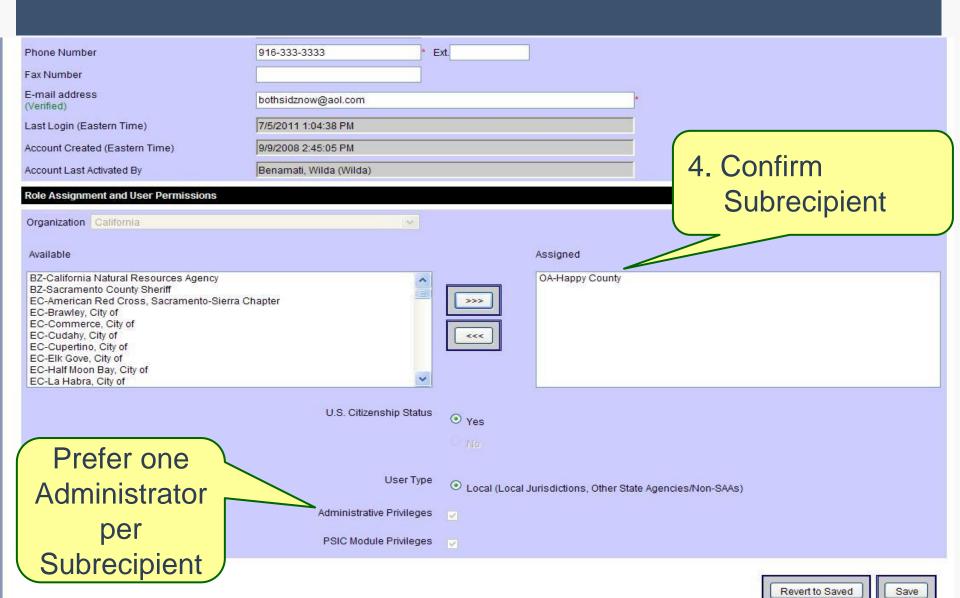
**Grants Reporting Tool** 

Federal Emergency Management Agency

User Management User Detail Change Password

Current User: Jane Doe	User Detail				
Welcome!	Please fill out the following fields and press "Save" when complete. Please make sure this information is correct and current. Fields marked with and asterisk (*) are required.				
Funding	User Status				
PSIC	Current User Status	Active			
Organization	User Information				
Users Log ut	Name Prefix	Ms. • *			
LOG LI	First Name	Jane **			
	Last Name Address Line 1	Doe ** 1234 Melrose Place **			
1. User Modu		Joyous *  California *  99999 *	3. Verify contact information		
	Phone Number Fax Number	916-333-3333 * Ext.	is correct,		
	E-mail address (Verified)	bothsidznow@aol.com			
	Last Login (Eastern Time)	7/5/2011 1:04:38 PM	update if		
	Account Created (Eastern Time)  Account Last Activated By	9/9/2008 2:45:05 PM Benamati, Wilda (Wilda)	needed		
	Role Assignment and User Permissions				

### User's Module



### **Organization Module**



### Subgrantee Detail Tab

### Organization Module



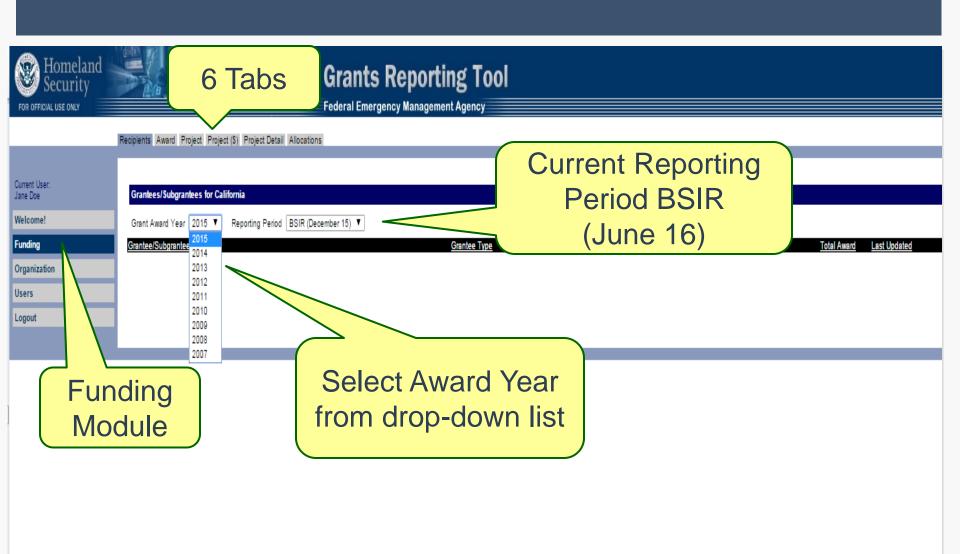
#### **Grants Reporting Tool**

Federal Emergency Management Agency

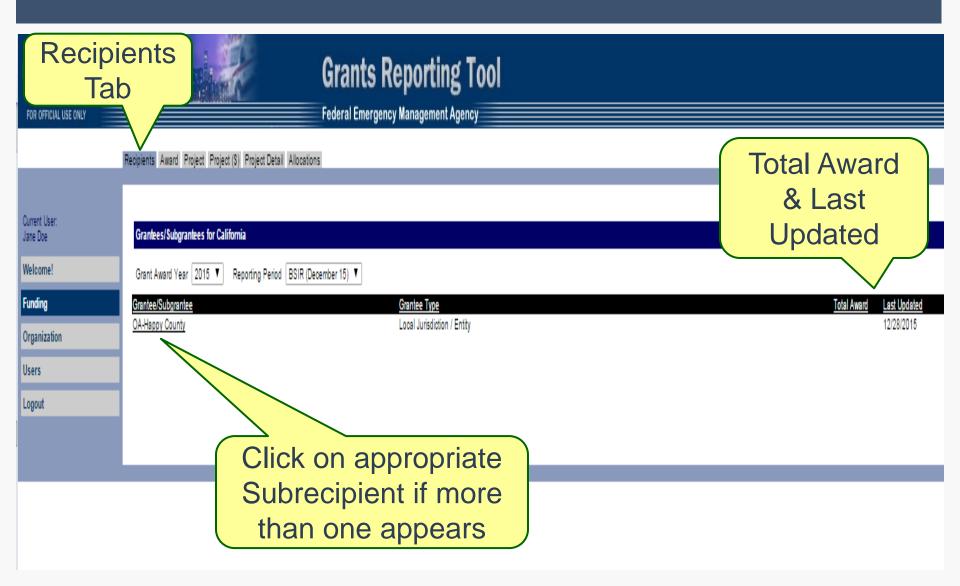
Subgrantees Subgrantee Detail Subgrantee UA/RTA Grantee/Subgrantee Detail Current User: Jane Doe Legal Agency Name OA-Happy County Welcome! Funding Legal Grantee/Subgrantee Happy County Name **PSIC** Organization Local Jurisdiction / Entity Y Grantee Type Users DUNS Logout Jane Doe Contact Name Contact Email bothsidznow@aol.com 916-333-3333 Contact Phone Number Ext. 99999 Mailing Zip Code 2. Verify organization Reporting Period 2004 Close-Out 2005 Close-Out contact information is 2006 Close-Out 2007 Close-Out correct, update if 2008 Close-Out 2004 ISIP needed & save 2005 ISIP 2006 ISIP 2007 ISIP 2008 ISIP



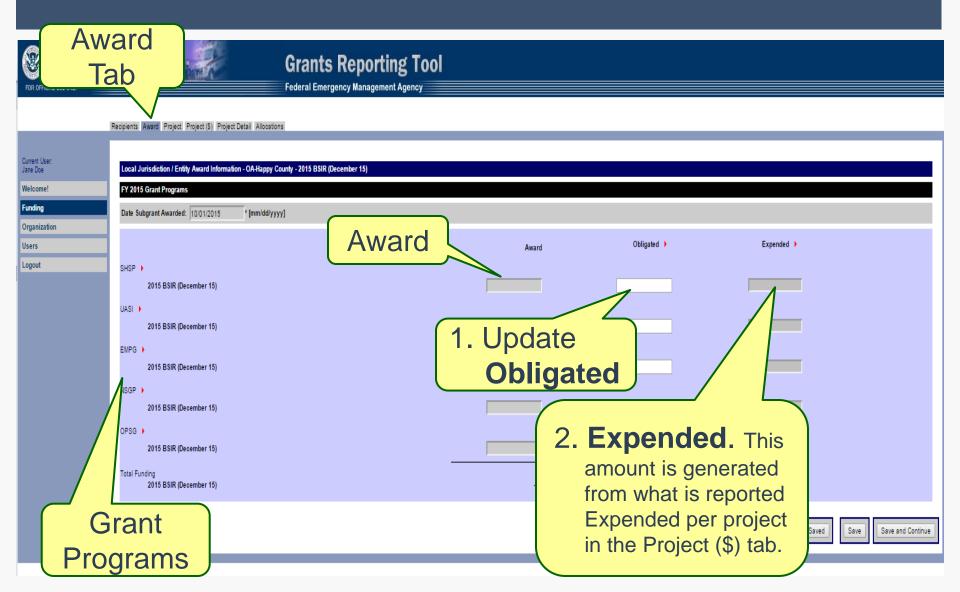
### Funding Module, Recipients Tab



### Funding Module, Recipients Tab



### Funding Module, Award Tab

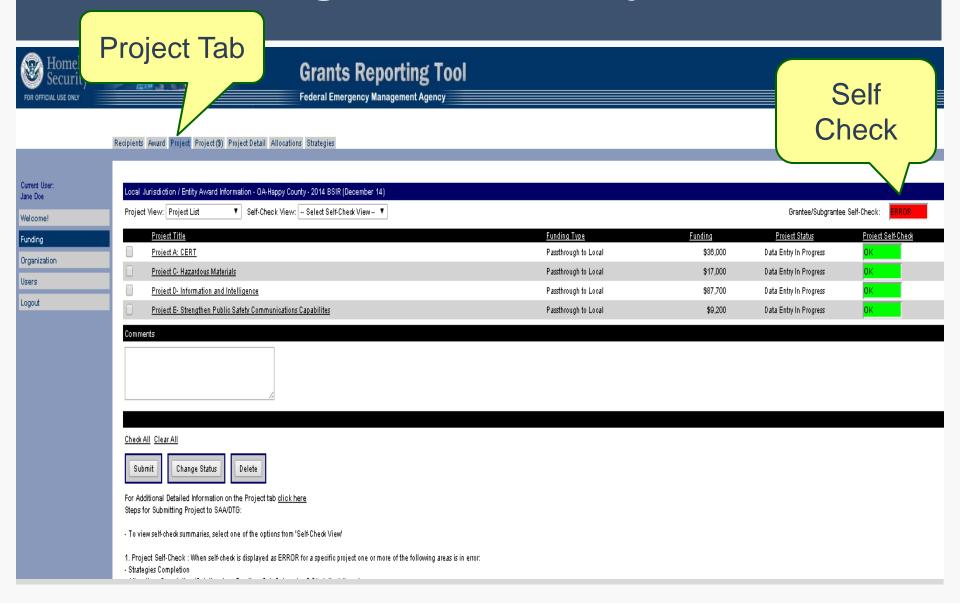


### Award, Obligated, Expended

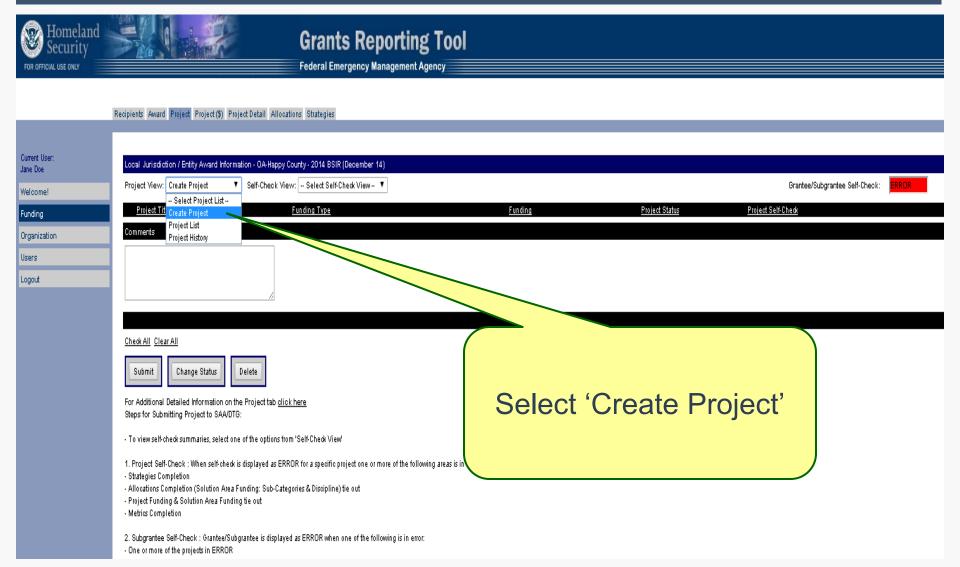
- **4** Awarded: Total amount of the grant funding
- **↓Obligated:** Legally designated funds to be expended for a particular purchase or purpose.
- **Expended**: Disbursed funds to the suppliers or vendor to fulfill an obligation.
- Obligated + Expended cannot exceed Award
- ♣At closeout: Obligated=0; Award=Expended



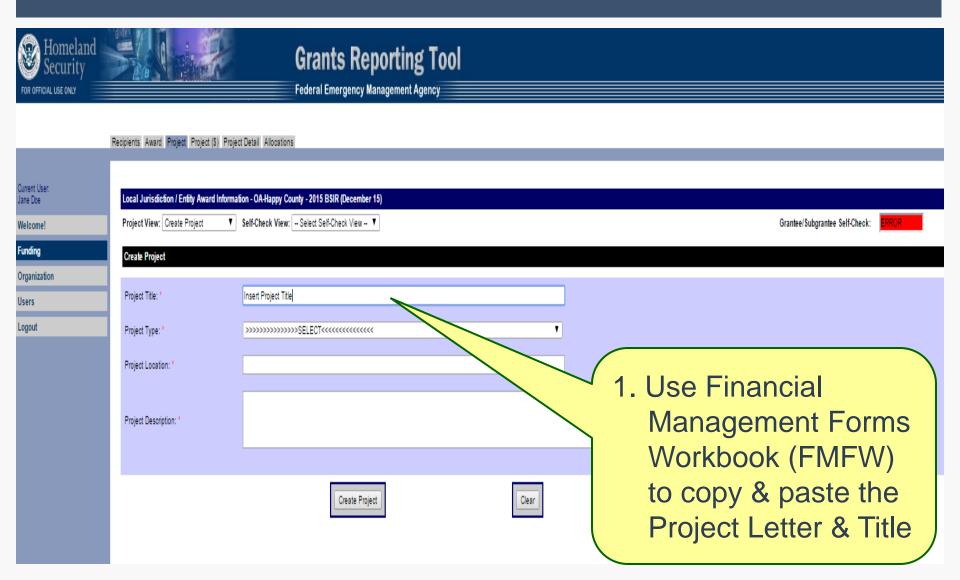
### Funding Module, Project Tab



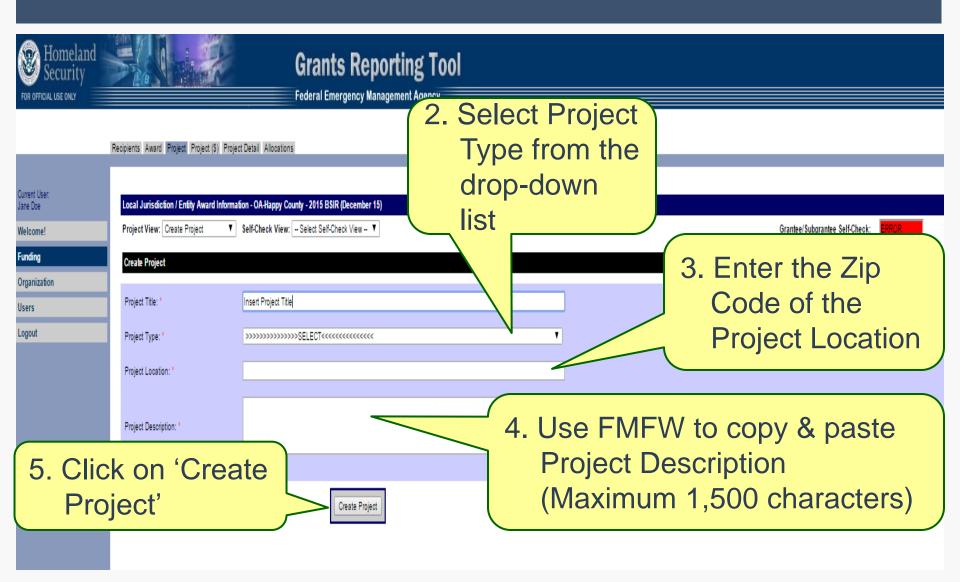
### Funding Module, Create Project



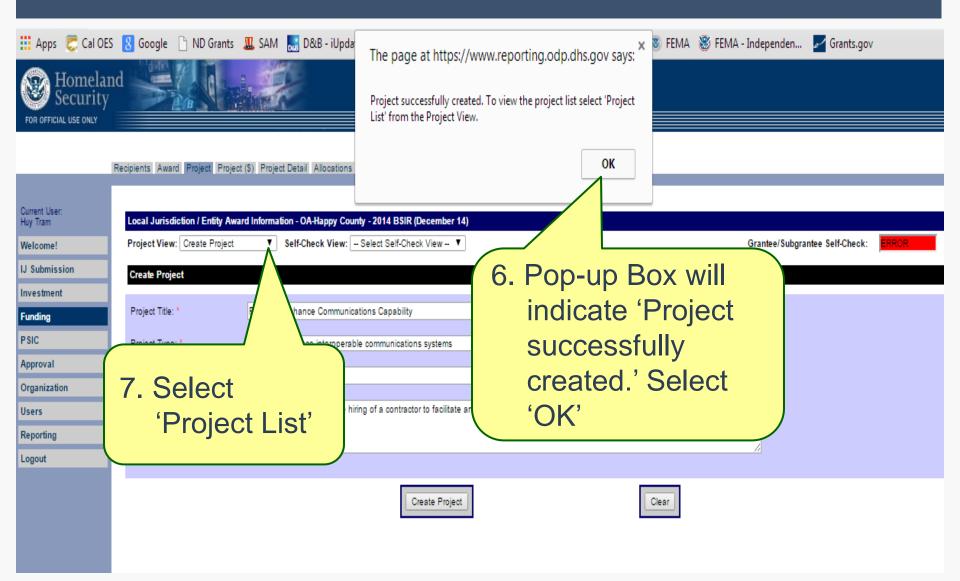
### Funding Module, Creating Project



### Funding Module, Creating Project



### Funding Module, Creating Project

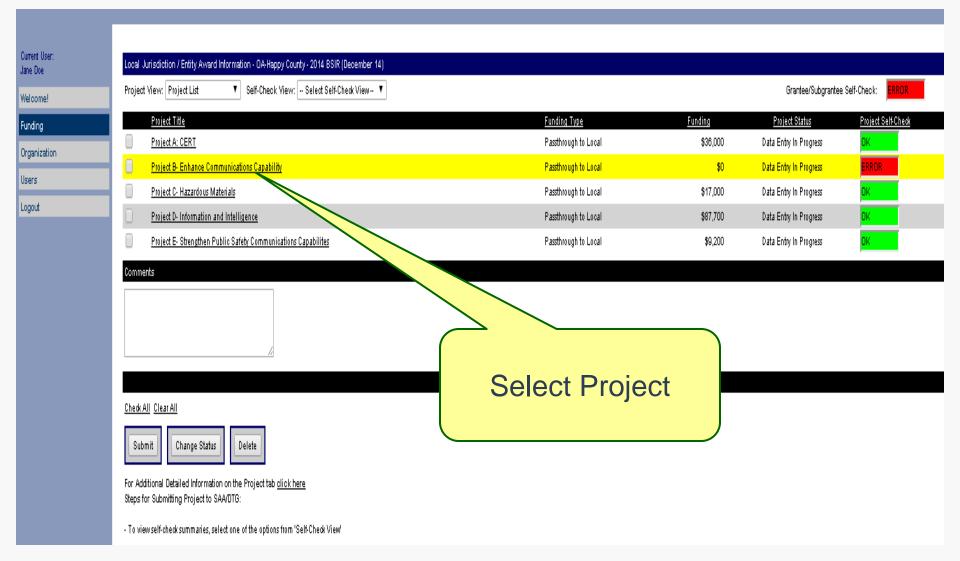


### Funding Module, Project Tab

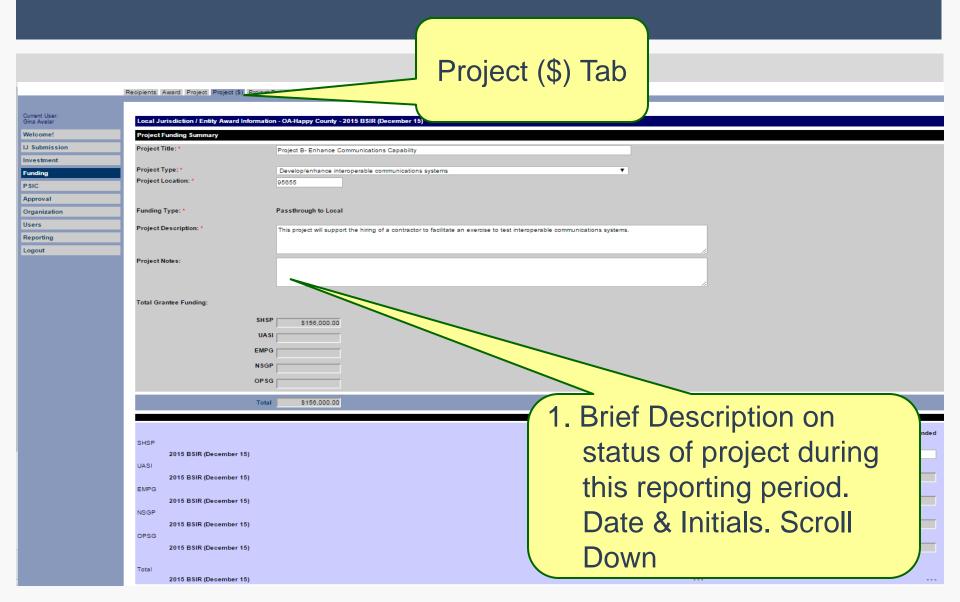
- Creating or updating a project enter the information from your Financial Management Forms Workbook (FMFW).
- ↓Update Any approved modifications in the FMFW for the current BSIR reporting period (June 2016).
- **↓**SAA will adjust award amounts for reporting period due to increase of funding or disencumber of funds.
- ♣Save frequently: 20 minute GRT time out.



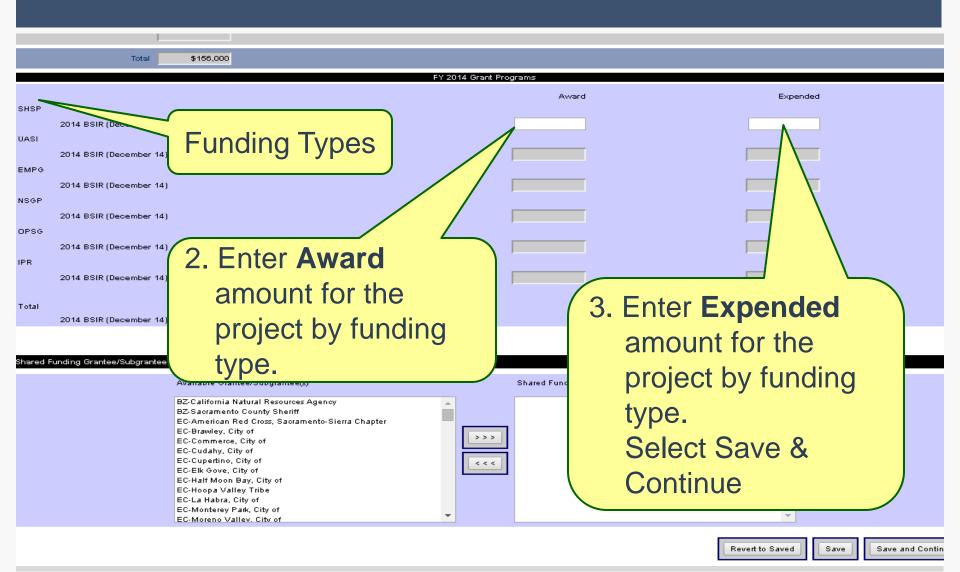
### Funding Module, Project Tab

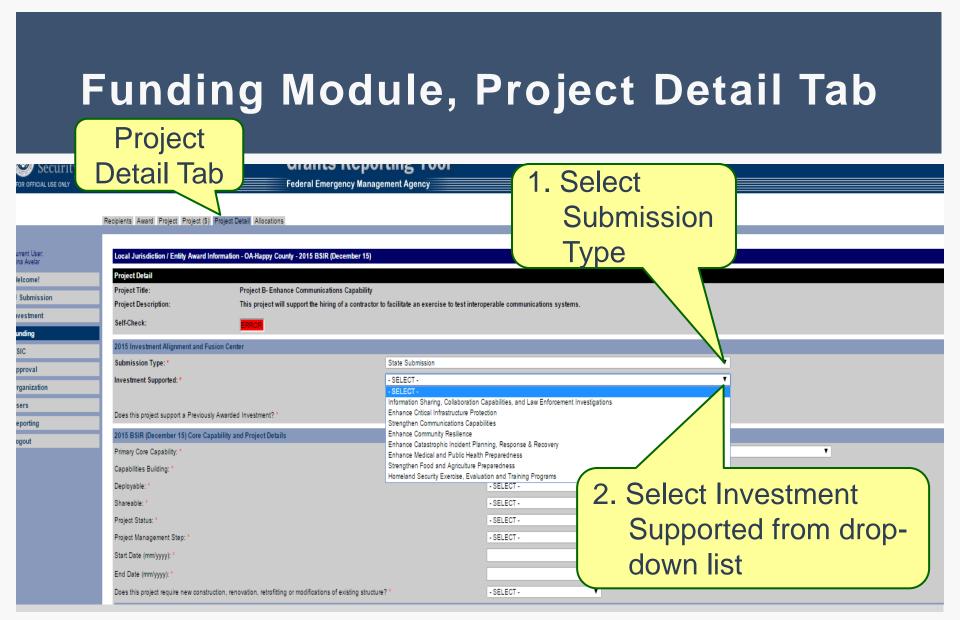


### Funding Module, Project (\$) Tab



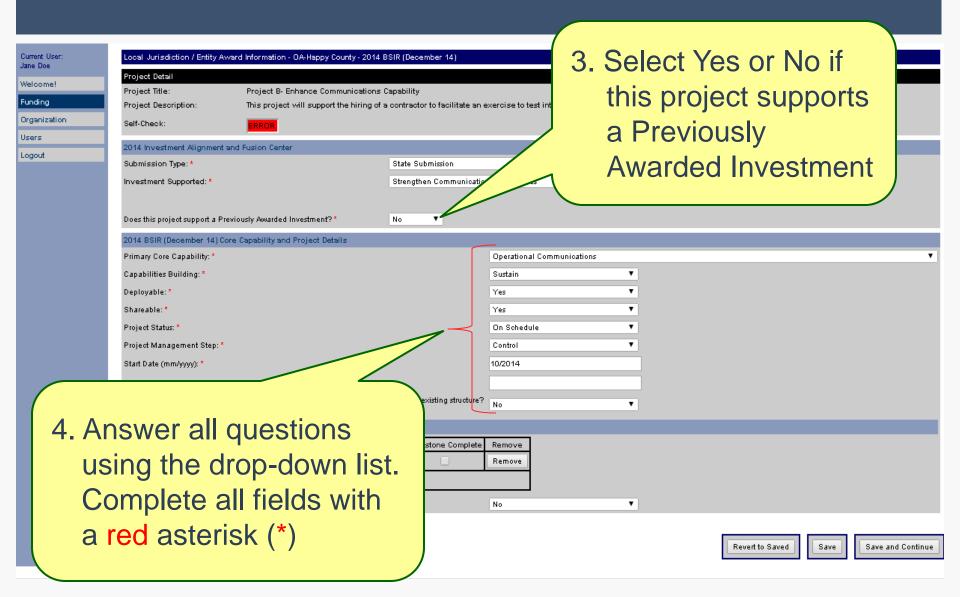
### Funding Module, Project (\$) Tab



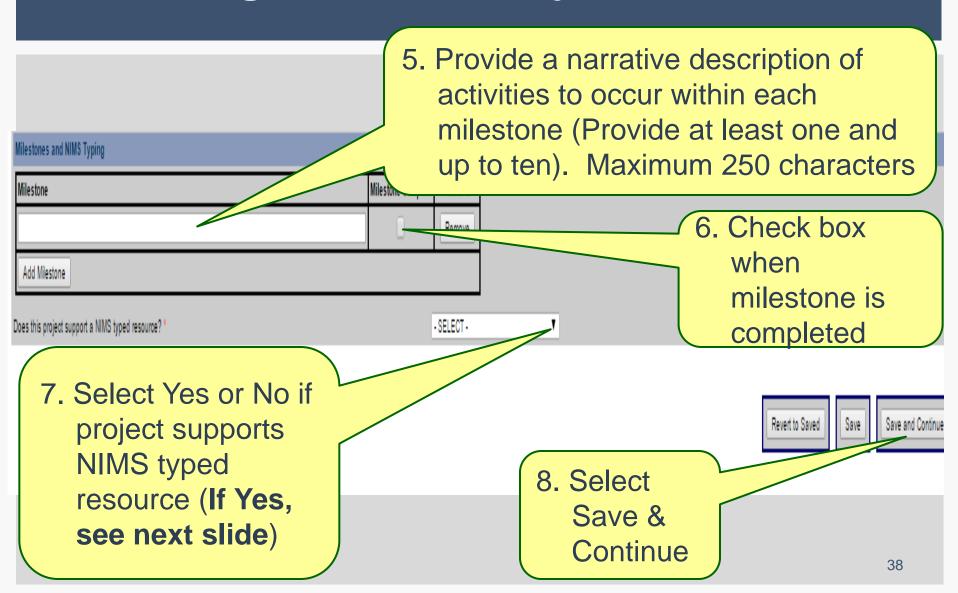


\*Note: IJ- Information Sharing, Collaboration Capabilities and Law enforcement Investigations is for Fusion Center Projects Only

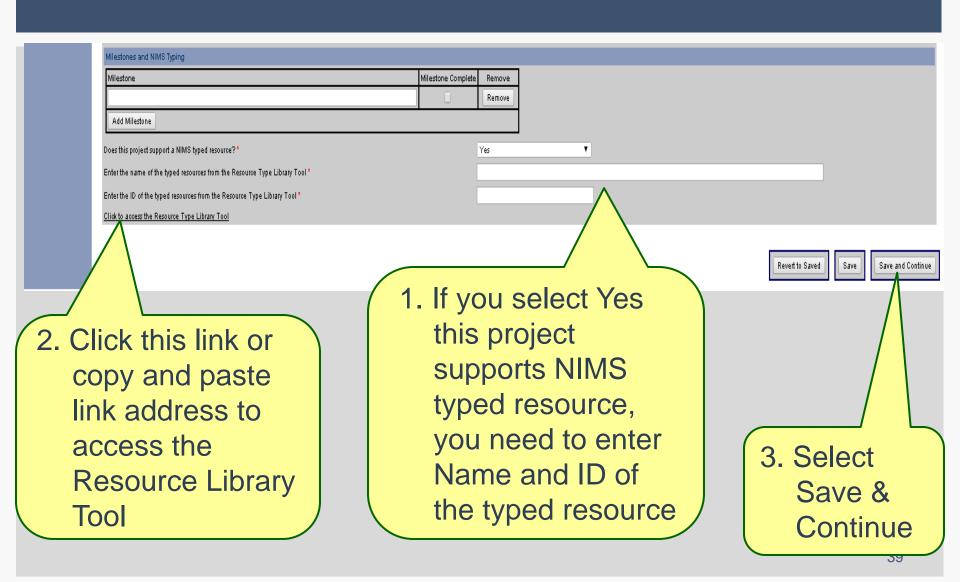
### Funding Module, Project Detail Tab



#### Funding Module, Project Detail Tab



#### Funding Module, Project Detail Tab



## Example of <u>SUFFICIENT</u> information in Description and Milestones:

- ♣ Project Title: City of Simplia: CBRNE (SHSP)
- ♣ Project Description: The City of Simplia Police Department will use funding for CBRNE training and equipment to outfit each member of its specialized tactical teams with Tactical Response and Training Hoods, as well as provide related training.

#### **▲** Milestones:

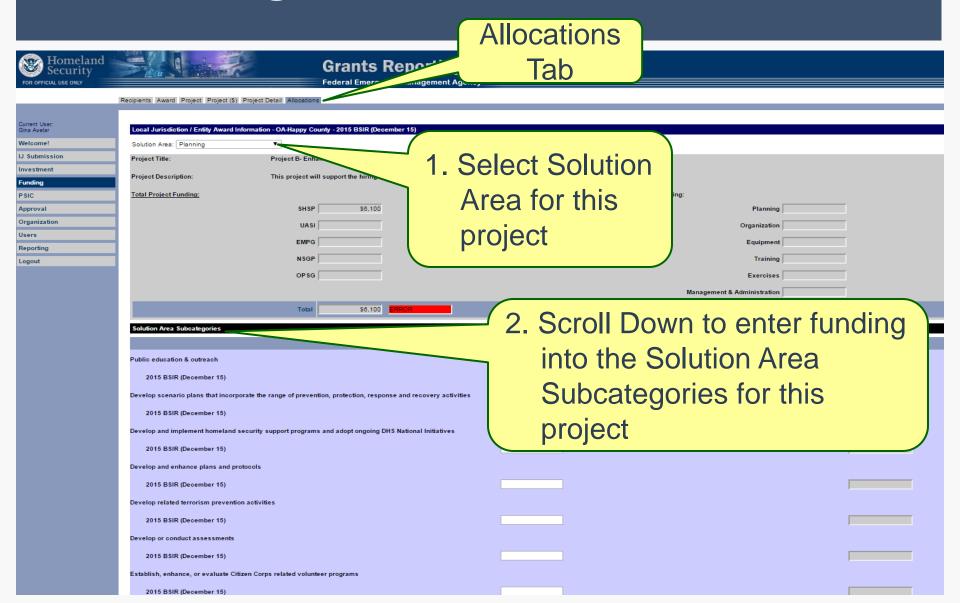
- 1) Equipment: Identify equipment needs; purchase equipment; train personnel and deploy equipment; and maintain equipment by January 31, 2016
- 2) Training: Identify training needs; develop training; deliver training; and evaluate training by February 28, 2016

### Example of <u>INSUFFICIENT</u> information in Description and Milestones:

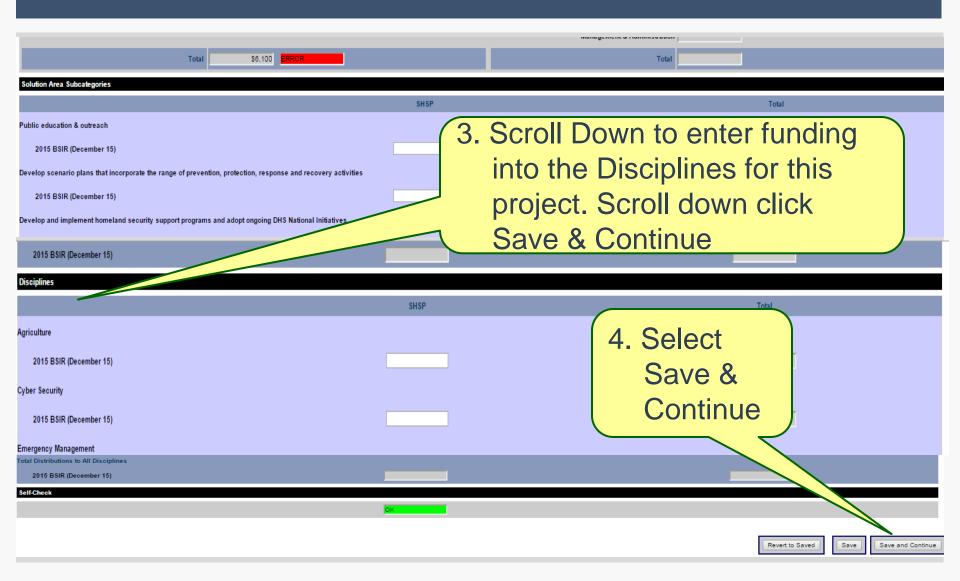
- ♣ Project Title: LE Teams
- ♣ Project Description: Statewide State LE Team
- **♣**Milestones:
  - 1) Increase response capability statewide

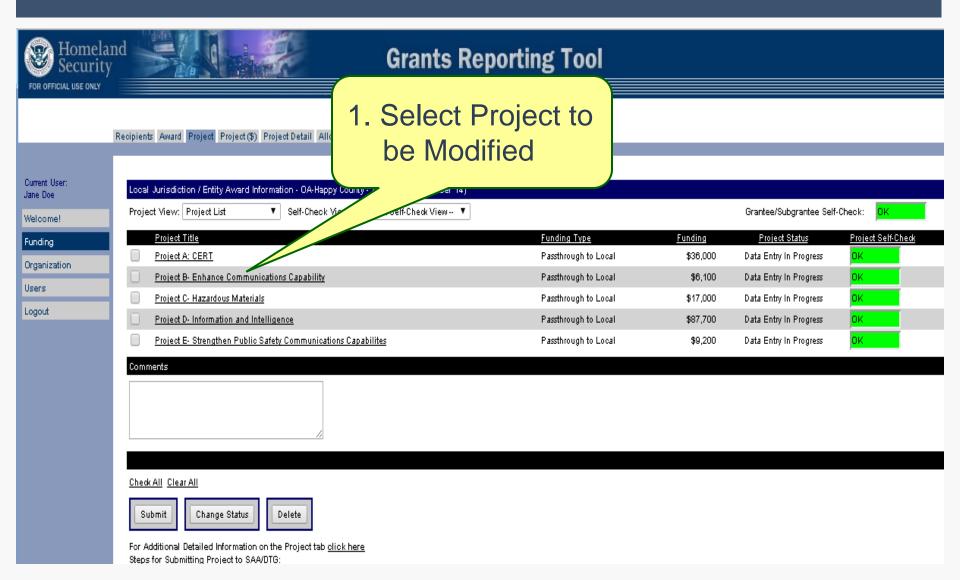


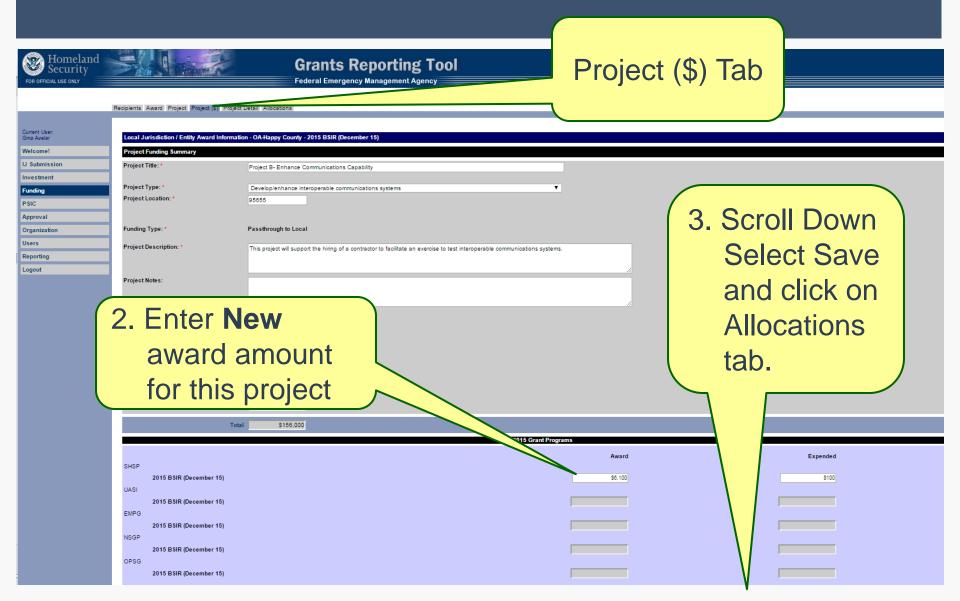
#### Funding Module, Allocations Tab



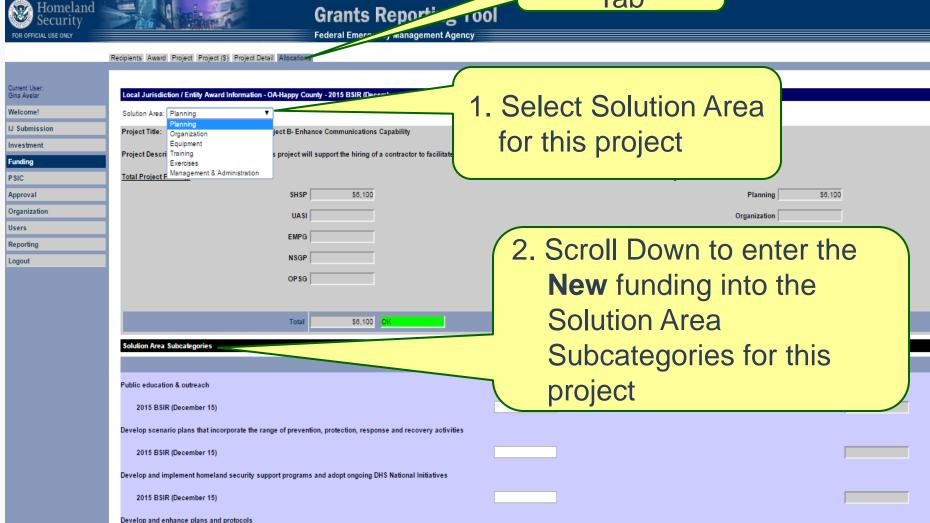
#### Funding Module, Allocations Tab

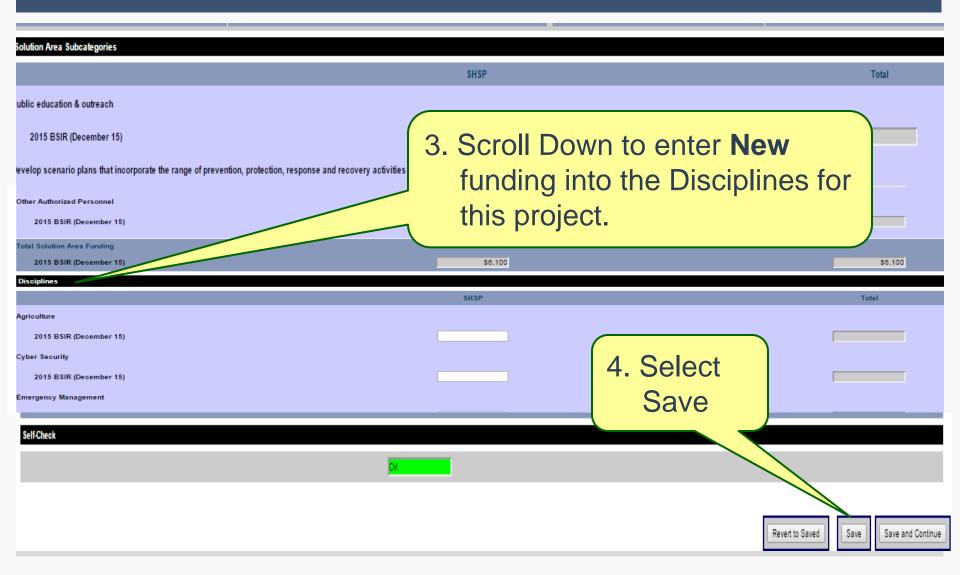






Allocations Tab





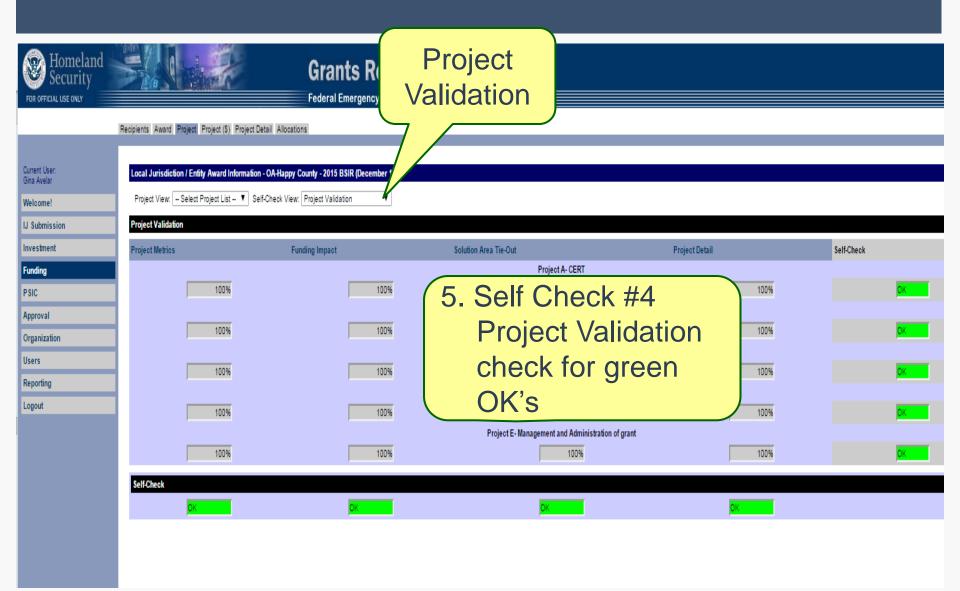












## BSIR (2 steps) Submittal for each Fiscal Year

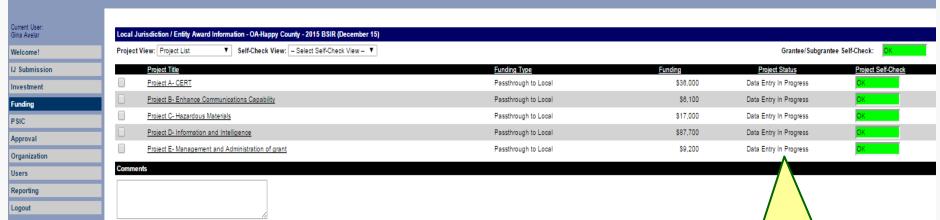




#### **Grants Reporting Tool**

Federal Emergency Management Agency

Recipients Award Project Project (\$) Project Detail Allocations



Submit Change Status Delete

For Additional Detailed Information on the Project tab <u>click here</u> Steps for Submitting Project to SAA/DTG:

ge of the options from 'Self-Check View'

1. Select 'Check All'

displayed as ERROR for a specific project one or more of the following areas is in error: ding: Sub-Categories & Discipline) tie out

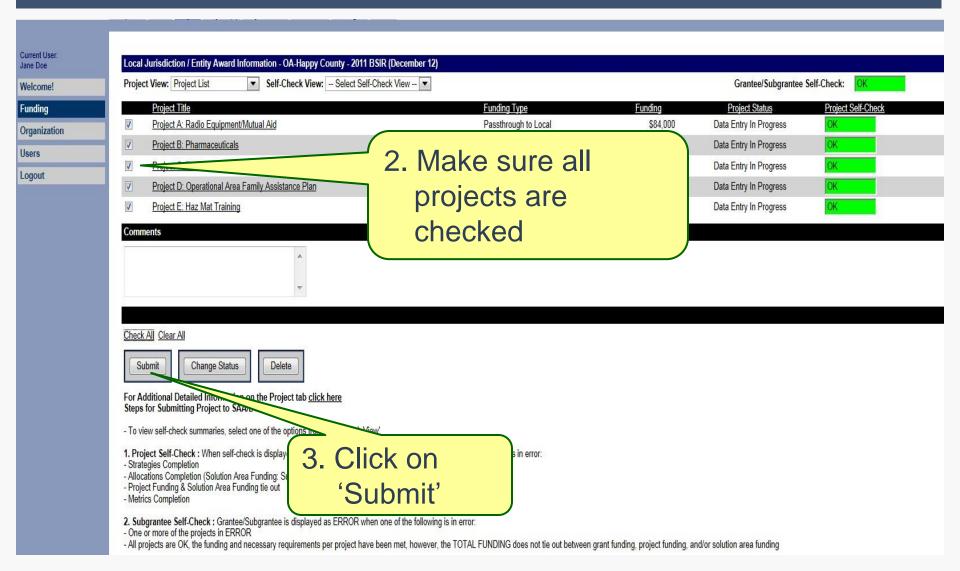
rantee is displayed as ERROR when one of the following is in error:

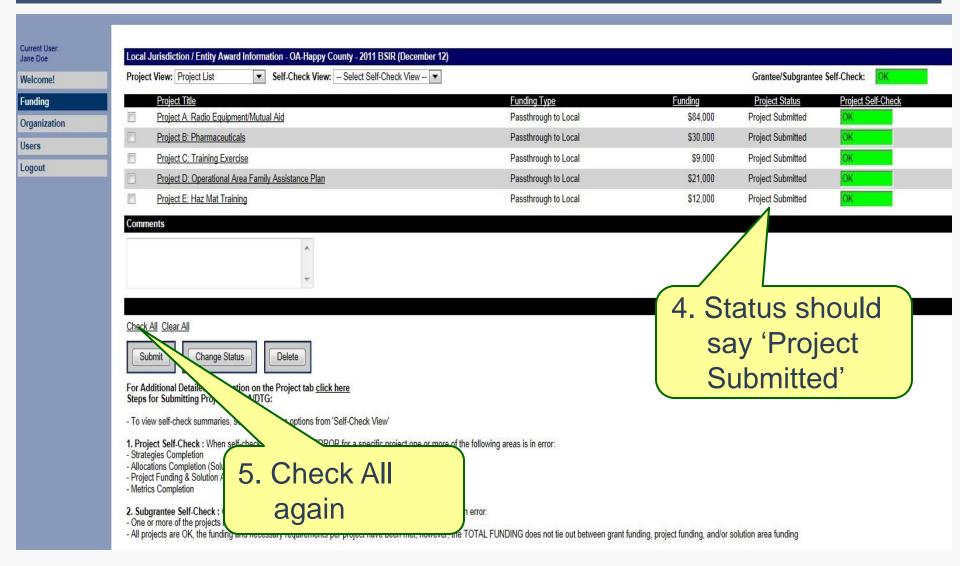
ssary requirements per project have been met, however, the TOTAL FUNDING does not tie out between grant funding, project funding, and/or solution area funding

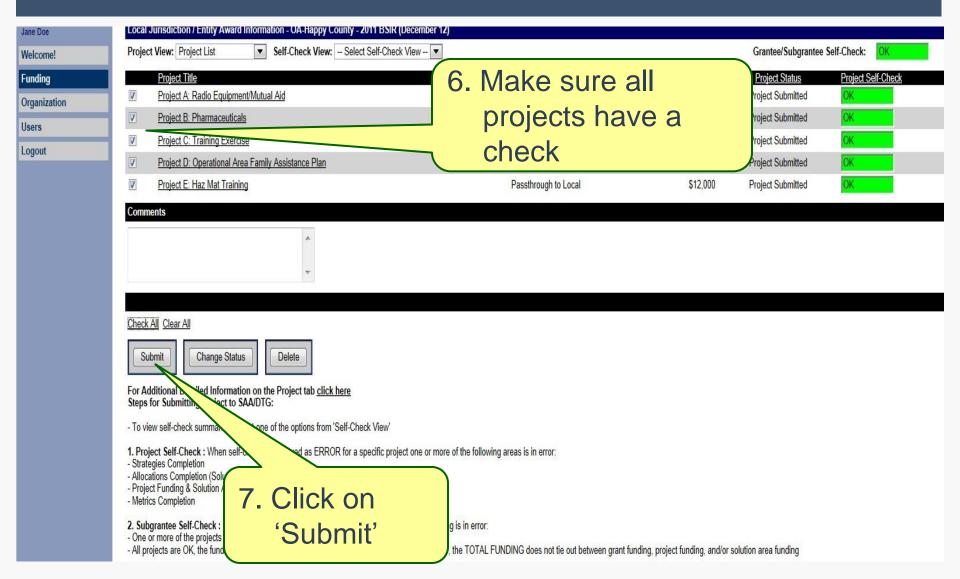
r ass all sell-criecks

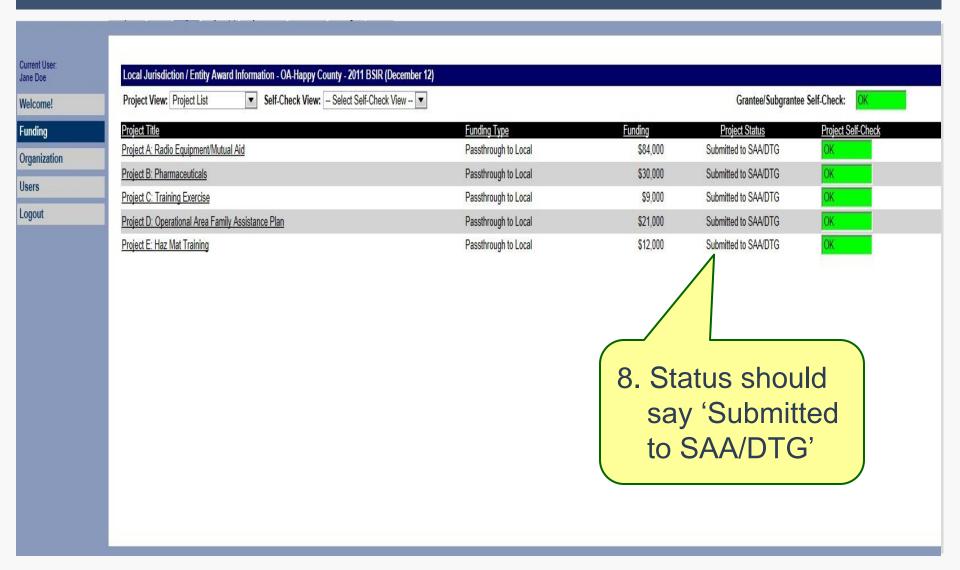
- Project status is 'Data Entry in Progress' or 'Subgrantee Change Request'

Project Status 'Data Entry in Progress'











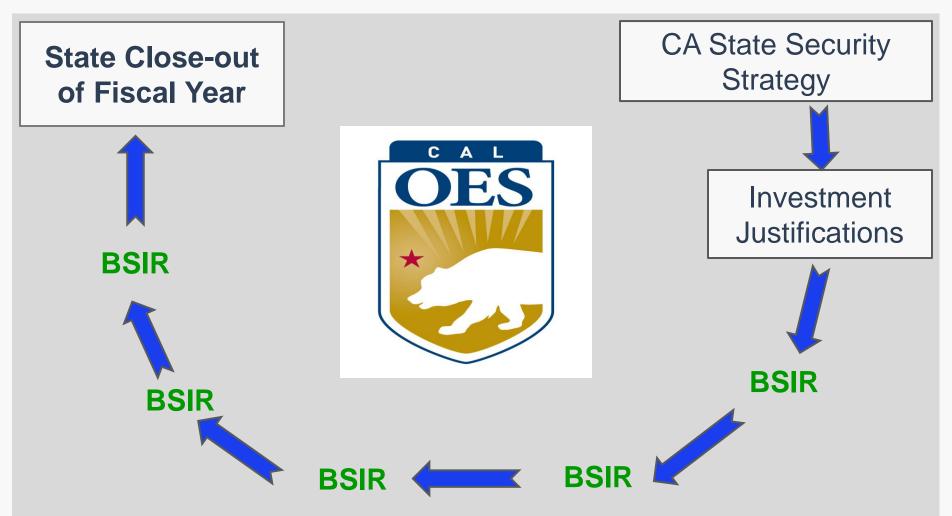


#### **Approval Workflow Process**

- Projects Submitted (Subrecipient)
- Project Submitted to State (Subrecipient)
- +Accept/Change Request (SAA)
- Approved by State (SAA)
- **↓**Submitted to FEMA (SAA)
- ♣Accept/Change Request (FEMA)
- ♣Approved by FEMA (FEMA)



#### Federal Grant Reporting Cycle



#### Completing BSIR (7 Steps)

Step 1: Go to GRT website

Step 2: Unlock/Create Account

Step 3: Check Users & Organization Module

Step 4: Complete Funding Module

Step 5: Review 4 Self-Checks

Step 6: BSIR (2 steps) submittal for each Fiscal Year

Step 7: Logout



# Questions Regarding BSIR Please Contact:

Dora Gomez (916) 845-8656

Dora.Gomez@caloes.ca.gov